

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN**

U.S. PROBATION OFFICER

POSITION ANNOUNCEMENT NO. 14-01

Opening Date: October 01, 2013

Closing Date: October 15, 2013, or until filled*
*Priority consideration will be given to application packets received by October 15, 2013.

Salary Range: Starting Salary, Dependent on Qualifications and Experience¹
Classification Level 25 - \$39,522-\$49,029 (step 1 through step 25)
Classification Level 27 - \$45,928 - \$57,408 (step 1 through 25)
Classification Level 28 - \$55,027 - \$68,809 (step 1 through 25)

Location of Position: Marquette, Michigan (Branch Office)

Promotional Potential: Career ladder progression to Classification Level 28

Area of Consideration: Nation-wide

Occupational Series: Federal Law Enforcement Officer - Hazardous Duty Position

The United States Probation & Pretrial Services Office for the Western District of Michigan is accepting applications for one full-time, permanent U.S. Probation Officer for the Marquette, Michigan office. The incumbent will perform pretrial services, presentence and/or supervision functions.

The Marquette probation office is located in the Upper Peninsula of Michigan. The Marquette office services a largely rural area, contains several Indian reservations, and includes all counties in the Upper Peninsula. Other offices in the Western District are located over seven hours away, in Grand Rapids (headquarters), Kalamazoo and Lansing. The supervisor of the Marquette office is located in Lansing and is in communication with the Marquette office on a regular basis.

The Marquette caseload includes offenders and defendants who have or are alleged to have committed federal crimes, including crimes occurring on Indian reservations and national forests. The geography is expansive and distant travel within the district is necessary to perform duties. Occasional travel outside the district and travel outside normal business hours may be required.

¹ *In the event an applicant is a transfer candidate from another district, the salary may be higher than the salaries listed in this section. Salary matching is not guaranteed.*

Representative Duties

- Conduct investigations and prepare reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, *Federal Rules of Criminal Procedures*, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Track legal developments, and update staff and the court.
- Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants and offenders. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance. Address substance abuse, mental health, domestic violence, and similar problems and initiate the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.
- Schedule and conduct drug tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintain paper and computerized records of test results. Maintain chain of custody of urinalysis testing materials. Respond to judicial officer's request for information and advice. Testify in court as to the basis for factual findings and (if warranted) guideline applications. Serve as a resource to the court. Maintain detailed written records of case activity. May conduct surveillance and/or search and seizure at the direction of the court.
- Investigate and analyze financial documents and activities and take appropriate action. Interview victim(s) and provide victim impact statements to the court. Ensure compliance with *Mandatory Victims Restitution Act*. Responsible for enforcement of home confinement conditions ordered by the court, and may perform home confinement reintegration on behalf of the Bureau of Prisons.
- Analyze and respond to any objections. This may include resolving disputed issues and presenting unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develop a blend of strategies for controlling and correcting risk management.
- Communicate with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identify and investigate violations and implement appropriate alternatives and sanctions. Report violations of the conditions of supervision to the appropriate authorities. Prepare written reports of violation matters, and make recommendations for disposition. Testify at court or parole hearings. Conduct Parole Commission preliminary interviews. Guide the work of staff providing administrative and technical assistance to officers. Knowledge of, and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

MINIMUM JOB QUALIFICATION STANDARDS

Required Education

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position.

Required Experience

In addition to meeting education requirements, applicants must also have *specialized experience* in the amounts shown below for classifications CL 25, CL 27, & CL 28.

Specialized Experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

Classification Level 25

An applicant must possess:

One year of specialized experience equivalent to work at the Classification Level 23;

or

Completion of the requirements for a bachelor's degree from an accredited college or university and one of the following superior academic achievement requirements:

- An overall "B" grade point average equaling 2.90 or better of a possible 4.0;
 - Standing in the upper third of the class;
 - "3.5" average or better in the major field of study, such as business or public administration, human resources management, industrial relations, or psychology;
 - Election to membership in Phi Beta Kappa, Sigma XI, or one of the National Honorary Scholastic Societies meeting the minimum requirements of the Association of College Honor Societies, other than Freshman Honor Societies;
- or**
- Completion of one academic year (30 semester or 45 quarter hours) of graduate work in a field of study closely related to the position.

Classification Level 27

An applicant must possess:

Two years of specialized experience, including at least one year equivalent to work at the Classification Level 25;

or

Completion of a master's degree in a field of study closely related to the position, or a Juris Doctor (JD) degree.

Classification Level 28

Applicant must possess:

Two years of specialized experience, including at least one year equivalent to work at the Classification Level 27.

Preferred Experience

Although not required, specific training or experience in evidence based practices (EBP) related to offender behavior change is preferred.

Maximum Age Requirements

Law enforcement retirement provisions have a required mandatory retirement age of 57, with 20 years of service, due to the physical requirements of the position. First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous federal law enforcement officer experience under the federal Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Medical and Security Requirements

The duties of this position require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. Therefore, officers must be physically capable, have good vision and normal hearing ability. Prior to appointment, the applicant considered for the position must undergo a medical exam and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. After appointment, incumbent will undergo a full background investigation that includes a fingerprint check. Retention in the position will depend upon a favorable suitability determination.

In addition, as a condition of employment, the incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subjected to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for Probation Officers are available for public review at <http://www.uscourts.gov> (Probation and Pretrial Services - Officers and Officer Assistants - What Professional Standards Apply).

Benefits

The incumbent will be eligible to receive benefits which include participation in the Federal Employees Retirement System, Federal Employee Health Benefits, Life Insurance, Thrift Savings Plan, optional dental and vision, optional long term care, optional flexible spending program, paid federal holidays, and accrued annual and sick leave.

Additional Information for Applicants

- Each applicant must be a U.S. Citizen or eligible to work in the United States.
- The incumbent will be required to complete six weeks of probation officer training at the Federal Law Enforcement Training Academy (FLETC) in Charleston, SC.

- The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. If a subsequent vacancy becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool without further advertising. This announcement may result in one or more selectees.
- Only qualified applicants will be considered for the position. Candidates selected for interviews may be required to participate in job-related testing.
- The probation and pretrial services office is not authorized to reimburse candidates for travel, parking, or moving expenses.
- This position is subject to mandatory direct deposit for payment of net pay.
- This position requires travel. A driver's license is required to conduct work. If an office vehicle is not available, the incumbent is expected to use his/her personal vehicle and will be reimbursed for mileage pursuant to policy.
- If your application packet is not complete or submitted by the closing date, you may lose consideration for this position.
- This office may contact references, including former employers, of top candidates.
- The Court requires the incumbent to adhere to a Code of Conduct, workplace conduct standards, and the following office cultural imperatives:
 1. We will treat everyone (customers, colleagues, and others) with dignity and respect.
 2. Our communication is effective, honest, and happens up, down and sideways at all levels of our organization.
 3. Everyone encourages and supports the highest level of accountability, responsibility, and commitment to our profession and customers.
 4. All opinions are valued and we will disagree professionally, but no personally.
 5. We recognize the value of teamwork and courage collaboration.
 6. We welcome change as an opportunity to learn, develop, and grow.
- All completed application materials received will be reviewed to identify the best qualified applicants. **Due to the high volume of applications expected, the Court will only communicate to those applicants who have been selected for an interview.**
- All invited candidates must appear in person for interviews. Interviews are expected to be conducted at the Marquette branch office during the week of November 4th.
- The Federal Courts are Equal Employment Opportunity Employers.

Application Procedures

To be assured priority consideration, qualified applicants must provide the following documents no later than 5:00 p.m., October 15, 2013. Facsimiles will not be accepted. Incomplete submissions will not be considered.

1. Letter of interest that describes the knowledge, skills, and abilities you will bring to the position and our Court.
2. Résumé.
3. AO 78 - Federal Judicial Branch Employment Application. The AO78 form can be found at <http://www.miwd.uscourts.gov> (Probation/Pretrial, Employment Opportunities) or at <http://www.uscourts.gov/FormsAndFees.aspx> (Court Forms by Number). Date of birth must be reported on the application form.
4. College transcript(s) (unofficial copies accepted).
5. Supplemental Statement. The supplemental statement is a document created/written by you expressing your knowledge, skill, and abilities (referred to as KSAs) in response to the list below. The supplemental statement is important in the application process since the responses to each KSA are rated, scored and compared amongst other applicants. Therefore, to receive full consideration, applicants should ensure the supplemental statement addresses all KSAs. Otherwise, an applicant may be considered ineligible for this position. The supplemental statement should not exceed four (4) single spaced typed pages. Relevant examples of how the applicant displayed each knowledge, skill, or ability is critical to the assessment.

DESCRIBE YOUR:

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|--------------|---|
| KSA 1 | Knowledge, skills, and abilities that are relevant to the fields of probation and pretrial services, counseling, or case management. |
| KSA 2 | Ability to understand, interpret, and apply policies, guidelines, case law, etc. |
| KSA 3 | Ability to organize work and meet time lines/deadlines. |
| KSA 4 | Ability to communicate, both orally and in writing (specifically, describe your writing experience). |
| KSA 5 | Ability to work in a professional environment with a variety of individuals (offenders, defendants, clients, judges, attorneys, other law enforcement individuals). |

Also include your answer to the following question:

What is it about the field of criminal justice and working for our organization that interests you?

Application materials should be mailed to:

U.S. Probation/Pretrial Services Office
Attn: Personnel Specialist - Vacancy Announcement #14-01
101 Gerald Ford Federal Building
110 Michigan St., NW
Grand Rapids, MI 49503